

## Electronic Clearance Slip in the USOSweb system

A successfully completed clearance slip is required in order to collect a graduation diploma or a certificate issued by the WUT Registry Office to a former WUT student.

Since May 2021 at the Faculty of Mathematics and Information Science electronic clearance slips will be used instead of the paper ones. Electronic clearance slips are created in the USOSweb system by the dean's office assistants.

Every student who graduated in June 2021 or later is issued an e-clearance slip automatically. Other former students, i.e. students who graduated before June 2021 or quit studies, who wish to be issued an electronic clearance slip are asked to contact the dean's office at the email address: [dziekanat@mini.pw.edu.pl](mailto:dziekanat@mini.pw.edu.pl). Clearance slips will be created for them in USOSweb on their email request.

### How to check the state of your clearance slip?

#### 1) Logging in to USOSweb

Log into the **USOSweb** system using the website: <https://usosweb.usos.pw.edu.pl> and your credentials. In case you cannot remember your password use the option: Need help? Reset your password. A link to reset your password will be sent to your university email address: @pw.edu.pl.

#### 2) Choosing the Clearance slip module

Choose the folder **Common section** and then the module **Clearance slips** from the list on the left. Then click on **My slips** and on the icon **VIEW** on the right to see details regarding the state of your clearance slip.

#### 3) Answering the WUT Careers Service's question regarding MKZA

Answer to the question regarding your participation in the Monitoring the Careers of WUT Alumni (MKZA) conducted by the WUT Careers Service

#### 4) State of the clearance slip - when it is successfully completed

The state of the clearance slip can be: **Active (pending)**, **Active (rejected)**, **Active (ambiguous)**, **Active (cleared)**

**The clearance slip is successfully completed only when its state is **Active (cleared)**.**

*Graduates and other former students who want to collect their diplomas or any certificates from the Registry Office (room 114 in the Main Building) are asked to check in USOSweb if their clearance slips are successfully completed BEFORE they go to collect the documents.*

#### Clearance slip - cleared

The state of the clearance slip is **cleared** when all the questions it includes have been ticked and answered TAK (YES).

### **Clearance slip - rejected**

The state of the clearance slip is **rejected** when at least one of the questions it includes have been answered NIE (NO). When you click on the VIEW icon you will see the details of your slip including the question and the name of the person (next to 'NIE') who gave the negative answer. You should fulfill your obligations towards the university unit mentioned in the slip question. Then you should inform about the fact the person whose answer was negative so that she/he can change it for a positive one.

**Clearance slip - ambiguous**

The state of the clearance slip is **ambiguous** when at least one of the questions it includes have been answered in a different way than TAK (YES) or NIE (NO). Then you should click on the VIEW icon to see the details of your slip and read the text of the different answer. Then you should fulfill the obligations described there and inform the author of the answer about it so that she/he can change the answer for a positive one.

**Clearance slip - pending**

The state of the clearance slip is **pending** when some of the questions it includes have been ticked and answered TAK (YES) but there is still at least one question which has not been answered yet. Then you have to wait until all the slip questions are answered.